

August 28, 2014

Chief Operating Officer

Procedures for Transporting Students

TO: All Staff

FROM: Camille Jones, Chief Operating Officer

Please be aware of the following directions and important information regarding the transportation of students:

Elementary /Middle Schools:

- The transportation of students by staff, to and from school, or to any school related activity is **prohibited at the elementary and middle school levels**. Students participating in school related and sponsored activities must be transported in a bonded, insured commercial vehicle and be supervised in transit by school personnel.

High Schools:

- Under exceptional circumstances and by submitting required documentation, approval to drive students, at the **high school level only**, may be granted by the Administrative Director and the Office of Safety, Environment, and Risk Management (410-313-6739). Approval will only be considered for school related/sponsored activities (a school related activity must take place at a location other than the student's school).
- Transportation of students by staff, to and from school or to any school related activity, is prohibited unless an exception is granted. Students participating in school related and sponsored activities must be transported in a bonded, insured commercial vehicle and be supervised in transit by school personnel.
- Parents are responsible for arranging student transportation when the student is participating in off campus, school-approved activities during school hours. A signed note from the parent excusing the student from school and stating that the parent/guardian will arrange transportation to and from the activity is required before permitting the student to leave school.

Field Trips:

- Students who become a disciplinary problem while on a field trip are **not** to be transported by any members of staff. Parents are required to pick up their children from the site; or transportation will be provided on a bonded, insured commercial vehicle and students will be supervised in transit by school personnel.

Medical Situations:

- Students in need of medical services to hospitals or to doctors' offices are not to be transported by staff members at any time. This statement applies to all staff members; this includes principals and assistant principals. A call should be placed to 911 under these circumstances.

Teachers, coaches, sponsors, advisors, or other school staff members cannot transport students in their vehicles unless approved according to the exception cited above.

Please do not hesitate to contact Ron Miller, Manager of Safety, Environment and Risk Management at 410-313-6739.

CJ/RAM/fhl